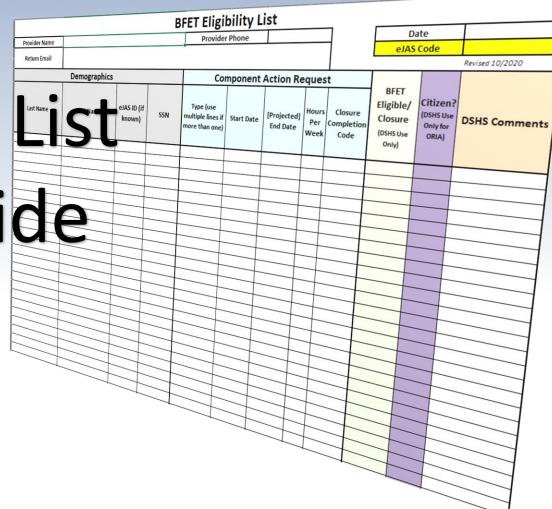
Transforming Lives

Eligibility List known) User Guide





Complete Form Header

	Provider Name	Agency Name	Provider Phone	306-555-5555	Date	10/20/2020
Г	Return Email	Name@youremail.org			eJAS Code	6CZ
						Revised 10/2020

Complete the header section by entering in:

- Your Agency's name
- Email addresses for all individuals to receive the completed copy
- Date request is made
- eJAS Contractor Code



Complete Client Information

Demographics								
First Name	eJAS ID (if known)	SSN						
Archibald		999551111						
Thomas	1234567							
Margaret	9876543							
	First Name Archibald Thomas	First Name eJAS ID (if known) Archibald Thomas 1234567						

Complete the Demographic section by:

- Client's Last and First Name
- eJAS ID # or SSN

*Note: Please use the eJAS ID # if known.

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Enter Component Action Request

Complete the <u>Component Action Request</u> section to request changes. Enter all applicable information necessary that needs changing.

Demographics				Component Action Request				t	
Last Name	First Name	eJAS ID (if known)	SSN	Type (use multiple lines if more than one)		[Projected] End Date	Hours Per Week	Completion	The type of changes you can request are:
Leach	Archibald		999551111	BE	10/1/2020	12/25/2020	10	-	 Opening new components
				JT	10/5/2020	12/25/2020	5		
Mapother IV	Thomas	1234567		VE	9/25/2020	1/2/2021	25	+	 Updating components
Hyra	Margaret	9876543		JS		10/14/2020		EE	opuating components
				BR	10/15/2020	1/10/2021	2		 Closing components

*Note: You can request more than 1 type of case action for each client.

For example, you can request a component to be closed and another to be opened at on the same Eligibility List. This is beneficial when requesting a BR component, so you do not lose access to the client's case while waiting for your request to be processed.



Processed List

BFET Operations will record action taken in BFET Eligible/Closure, Citizen, and DSHS Comments.

Con	nponent /	Action Re	DEET				
Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Completion	Closure	Citizen? (DSHS Use Only for ORIA)	DSHS Comments
BE	10/1/2020	12/25/2020	10		No Action		Already Active
JT	10/5/2020	12/25/2020	5		Yes		
VE	9/25/2020	1/2/2021	25		No		No BFA
JS		10/14/2020		EE	Closed		
BR	10/15/2020	1/10/2021	2		Yes		

BFET Operations Team will provide comments for every "No" action.

Additional Instructions:

- Submit as many names as the Eligibility List can hold.
- All Eligibility Lists are processed in order received.
- All Eligibility Lists are processed within 5 business days from date received.



Need help completing your Eligibility List?

Contact a member of the BFET Field Operations
Team for assistance at:

BFETHelp@dshs.wa.gov.